

NATIONAL INSTITUTES OF HEALTH
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Vacancy Announcement

Deputy Director for Extramural Research, NIH

POSITION: The NIH is seeking exceptional candidates for the position of Deputy Director for Extramural Research, NIH. The Office of Extramural Research (OER) is the focal point for policies and guidelines for extramural research grants administration at NIH. This office has primary responsibility for the development and implementation of NIH Grants Policy, overseeing the development and implementation of policies on humane use and care of laboratory animals, coordination with the DHHS on human subjects research protection, and development and maintenance of the information systems for NIH grants administration. This position provides leadership on all matters relating to the management and stewardship of the NIH extramural portfolio that comprises over 80% of the total NIH budget. Serves as the principal scientific leader and advisor to the Director, NIH, on all matters relating to the substance, quality, and effectiveness of the NIH extramural research and training grants and awards activities, and research facilities and resources programs. Serves as NIH representative to the Executive Branch, other Federal agencies, the Congress, the scientific community, and the public. Manages a staff of approximately 175 employees, ensures appropriate day-to-day operations, and demonstrates commitment to work force diversity enhancement.

QUALIFICATIONS REQUIRED: Applicants must possess a Ph.D. or other doctorate level degree in the biomedical research field, and professional senior-level experience that demonstrates:

- (1) Ability to lead a successful extramural research program including knowledge of Federal scientific grants programs, regulations governing protection of human subjects in research and the humane care and use of laboratory animals in research, and ability to develop and maintain cooperative relationships with Federal and non-Federal groups and individuals; and
- (2) Ability to provide administrative leadership and management of an extramural research organization including program planning and assessment, resolution of major operational problems, internal controls, information systems, and management of financial and human resources including building and maintaining a culturally diverse staff.

SALARY/BENEFITS: Executive level compensation package will be commensurate with qualifications and experience. Federal benefits are available including retirement, health and life insurance, long-term care insurance, leave, and savings plan (401k equivalent).

HOW TO APPLY: Applicants must submit a CV and bibliography by e-mail to Ms. Susan Elder at SeniorRe@od.nih.gov (phone: 301-402-8146) or by mail to Susan Elder, Senior and Scientific Employment Branch, National Institutes of Health, Building 31, Room B3C07, 31 Center Drive MSC 2203, Bethesda, MD 20892-2203. Applicants are strongly encouraged to include a statement addressing the above qualifications requirements and to provide the names, titles, and phone numbers of four or five references. Questions regarding the position may be addressed to Dr. Lawrence A. Tabak, Director, National Institute of Dental and Craniofacial Research, co-chair of the search committee, at 301-496-3571 or Lawrence.Tabak@nih.gov

APPLICATION DEADLINE: APPLICATIONS MUST BE *RECEIVED BY* April 30, 2003.

**** NIH IS AN EQUAL OPPORTUNITY EMPLOYER ****

The NIH encourages the application and nomination of qualified minorities, women, and individuals with disabilities.

Reasonable Accommodation: NIH provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.